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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

January 4, 1943

ADMINISTRATOR'S MEMORANDUM NO. 37 ✓

Branch and Division Responsibility for Functional and Related Job
Descriptions during Reorganization

During the course of reorganization now taking place and which will be in progress for some time incident to our new responsibilities, it will be impossible for the Organization Division of the Fiscal Branch to handle in as much detail the service work which ordinarily it is our intention to have it supply.

Therefore, branch and division chiefs and regional administrators where organizational changes are involved, are expected to take the initiative in preparing functional statements together with statements of the responsibilities of key positions and such procedural statements as the work of the unit necessitates, without waiting for assistance to be supplied from the Organization Division. Such statements, prior to approval by the Administrator, should be routed through the Organization Division for examination and approval. This arrangement should expedite the adjustment.

Similarly in the case of descriptions of functions incident to the classification of positions, the Personnel Division is not expected to supply the detailed service it has formerly given, but the appropriate branch or division chief or regional director is expected to initiate such functional descriptions and to route them to the Personnel Division for consideration and approval on the Departmental and Civil Service Commission level, as the case may be. The descriptions of duties should be as brief and clear as possible and of course in all cases accurate. The initiating official is advised to study such descriptions to insure a minimum of conflict in descriptions which, discovered later, will of course have the effect of retarding final action.

It is important that both in the case of organizational statements and position descriptions we move expeditiously so as to reduce to a minimum the period of adjustment, because of the pressing nature of the work ahead.

Ray Infundulum

